

Salary Changes

Banding Positions:

As we begin to move our DHHS positions into the Career Banding structure, new pay bands will be established. To establish these new pay bands, HR staff will compare DHHS pay rates to the current "market rates" for other similar government and private jobs. If any of our newly banded positions are being underpaid, recommendations will be made to increase salary levels. Pay increases will only be made to eligible employees when budget money is available and cannot be guaranteed.

Acquiring Higher Level Skills:

As jobs are "banded", each position will be labeled as one of the following:

- **Contributing** (entry level)
- **Journey** (experienced)
- **Advanced** (expert)

If employees move from one level to another by increasing their "competencies" (skills, knowledge, abilities, and behaviors) and demonstrating these new competencies on the job, they may be eligible for a pay increase. Pay raises can only be granted when budget funds are available and cannot be guaranteed.

For more information, visit our Career Banding website at:

<http://www.dhhs.state.nc.us/humanresources/banding>



CAREER BANDING IN DHHS

*Our changing HR System that
affects the way we ...*

- ❖ **classify**
- ❖ **hire**
- ❖ **pay**
- ❖ **promote**
- ❖ **evaluate**
- ❖ **provide career
development
opportunities**

Publication Revision: 3-31-2006



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Why Change to Career Banding

The Office of State Personnel initiated this new Career Banding system throughout state government for a number of reasons:

- Current system is outdated and fewer job classes and titles in state government would be easier to manage.
- In Career Banding, pay is based on current market rates to help us retain qualified employees.
- Banding will give directors more flexibility to set pay rates for qualified employees.
- Career Banding creates more emphasis on career development.

Benefits of Career Banding

Expected benefits of Career Banding:

- **Directors will have more flexibility** than they do under the current system to grant pay increases for eligible employees (if budget money is available).
- Employees may be able to **move up through the pay band** by acquiring and demonstrating higher-level job-related competencies.
- DHHS will be able to attract and keep talented employees with more **potential for career advancement**.

New Pay Bands

A pay band is a range of pay set for each major Job Family. As current jobs are moved into the Career Banding structure, they will fall under one of the new pay bands. Human Resource staff will research current average pay rates for similar employees who work in government and private industry to establish fair pay bands for Banded Classes under each Job Family.

Job Families

In Career Banding, similar jobs are grouped together into “**Job Families**” listed in the chart below.

Job Families	
Administrative & Managerial	Medical & Health
Information & Technology	Institutional Services
Law Enforcement & Public Safety	Operations & Skilled Trades
Human Services	Engineering & Architecture
Information & Education	Natural Resources & Scientific

Example

All DHHS jobs will eventually fall under a Job Family, Career Branch, and Banded Class Series as pictured below for an “Office Assistant” job:

Administrative and Managerial
Job Family



Office Support Services
Career Branch



Administrative Support Associate
Banded Class Series
(including the current “Office Assistant” position)

The “Office Assistant” will fall under a pay band established for the Administrative Support Associate Banded Class. Within that band, pay rates will be set for Contributing, Journey, and Advanced levels. Office Assistants hired at a Contributing level, for example, may increase their demonstrated competencies for advancement to Journey or Advanced levels in the Administrative Support Associate or other Banded Class Series.

Hiring

Managers will decide whether to fill positions at the Contributing, Journey, or Advanced levels depending on the work unit’s needs. They will then hire applicants who have the required competencies for that level.